



INVESTIGATIVE ASSISTANT

Purpose:

To actively support and uphold the City's stated mission and values. To perform responsible investigative and clerical work processing criminal cases that does not require police authority.

Supervision Received and Exercised:

Receives supervision and direction from the clerical supervisor in the Criminal Investigations Division of the Police Department.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. For a listing of a specific position's essential job functions, see the recruitment bulletin at time of job opening.

Duties may include, but are not limited to, the following:

- Perform comprehensive records checks of persons involved in criminal cases; compile criminal history packets which include collecting photographs, fingerprints and reports from a variety of agencies using investigative tools.
- Interpret criminal history reports, received from PACE, CARNAC, ACJIS and other sources, for detectives.
- Screen field information cards and written reports for pertinent information; input and retrieve information from computer.
- Prepare and submit misdemeanor cases to the City Prosecutor and conduct follow up investigations.
- Track case dispositions for City and County cases as needed.

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Revised March 2006 (updated job duties and MQs)

CITY OF TEMPE
Investigative Assistant (continued)
Police Department

- Communicate specific instructions when needed to victims of crime including both verbal and written correspondence.
- Review documents from County Attorney's office pertaining to all case submittals and forward to the assigned detective.
- Forward documentation from the County Attorney's office regarding seized property to the assigned detective for signature to release the property.
- Transcribe telephone and in-person interviews; report supplement tapes; and digital audio.
- Prepare monthly reports for Investigative Division Sergeants regarding caseload summaries for each detective; assign cases in ICIS computer system; maintain files of case source documents.
- Prepare monthly reports from daily Investigative Assistant log sheets, listing all duties performed.
- Assist in preparing photo line-ups for use in investigations conducted by detectives (MPIS).
- Answer phone and compile information from investigative leads during high priority investigations and respond to citizen inquiries either in-person or over the telephone regarding the status of their cases.
- Maintain files, reports, and bulletins from other agencies, such as wanted posters.
- Responsible for processing all stolen vehicles recovered in Mexico.
- Purge and shred sensitive documents as necessary.
- Perform other related duties on request.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

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CITY OF TEMPE
Investigative Assistant (continued)
Police Department
Experience:

Two years of increasingly responsible clerical experience including investigative research experience in a police agency or a related environment. Ability to type a minimum of 35 w.p.m. (words per minute) with a high level of accuracy.

Training:

Equivalent to the completion of the twelfth grade.

Licenses/Certifications:

Possession of, or the ability to obtain, a Terminal Operator Certification (TOC) within six (6) months of hire. Possession of, or the ability to obtain, certification for wiretap monitoring may be required.

Additional requirements:

Must pass a Police polygraph and background examination.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 3440

FLSA: Non-Exempt

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